Success Statements

I "improved this thing" by "this measurable amount" using "this method".

What did you improve? _____________________________________________

By how much? (time or money) ______________________________________

How did you do it? _________________________________________________

Now write the statement out:
________________________________________________________________
________________________________________________________________

Brag Sheet

Record of Achievement

Write a single major goal you accomplished in the last quarter (3 months)
________________________________________________________________
________________________________________________________________

What are the success statements that back up that goal?
________________________________________________________________
________________________________________________________________

Goals

Write a specific career goal
________________________________________________________________
________________________________________________________________

How can achieving that goal help your company?
________________________________________________________________
________________________________________________________________

What have you done to make sure you can achieve this goal?
________________________________________________________________
________________________________________________________________

________________________________________________________________
Elevator Pitch

Who is your audience? _____________________________________________

What is their goal for this meeting? ___________________________________

What are some tasks you did in the last year and the skills they improved?

<table>
<thead>
<tr>
<th>Task</th>
<th>Skill</th>
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What was your favorite project from your current or last job?

________________________________________________________________

What was your role (not title, what you actually did)?____________________
________________________________________________________________

How would you explain that project to a stranger?________________________
________________________________________________________________
________________________________________________________________

What lessons did you learn from that project?____________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

What skills did you learn or level up from that project?
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

What are you looking to do next?
________________________________________________________________
________________________________________________________________
________________________________________________________________